

OFFICE ORDER

In continuation of this office order No. 259 dated 29/01/2021 and pursuant to guidelines issued by Headquarters office vide letter no. No. 48-Estates/11-2020 dated 15/02/2021, Ministry of Home Affairs' Order No.40-312020-DM-I(A) dated 27.01.2021 and Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training's OM F.No.11013/9/2014-Estt.A.III dated 13.02.2021 for the prevention and control of Corona virus pandemic, the following orders are issued with immediate effect:

- 1. These orders shall be effective from 17/02/2021 until further orders.**
- 2. All the Officers / staff shall attend office on all working days as per the timings given below:**
 - I. The Administration and Pension wing shall function from 9.30 AM to 6.00 PM (normal working hours)
 - II. The Funds and Accounts & VLC wing shall function from 9.00 AM to 5.30 PM (staggered timing).

Staggered office timings are being introduced to ensure that crowding of entry / exit gate is avoided. All officers / officials shall therefore ensure that they enter / exit the office building during their allotted times.

The generic preventive measures to be followed by officers and staff as stated in Standard Operating Procedure (SOP) on preventive measures to contain spread of COVID-19 issued by the Ministry of Health & Family Welfare are enclosed herewith as Annexure.

(Authority: Principal Accountant General's orders dated 16/02/2021)

**Sd/-
Dy. Accountant General (Admn.)**

No. HRM-I/COVID-19/TR- 468-B

Date: 16/02/2021

Copy for information to:

1. Secretary to Pr. Accountant General.
2. Stenographer Gr.I/II to All Group Officers.
3. Welfare Officer.
4. All Branch Officers
5. Sr. Accounts Officer/Log & Supp. (4 copies) for display on notice board.
6. Sr. Accounts Officer/EIS for uploading on Internet.
7. Office order / Spare copy

Sd/-

Sr. Accounts Officer / HRM-I

Annexure

Generic preventive measures

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (employees and visitors) at all times. These include:

- i. Individuals must maintain a minimum distance of 6 feet (2 gaj ki doori) in common places as far as feasible.
- ii. Use of face covers/masks at all times. They must be worn properly to cover nose and mouth. Touching the front portion of mask/face covers to be avoided.
- iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest to the immediate supervisory officer.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App by all employees.
- viii. The officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is de-notified the officers/staff who are residing in the Containment Zone shall work from home and shall be available on the telephone and electronic means of communications at all times.
- ix. Officers and staff (including outsourced staff) whose family members, close relatives staying in same home have tested positive for COVID-19, shall promptly disclose such information to their controlling officers, failing which they shall be liable for disciplinary action.

Sd/-

Sr. Accounts Officer / HRM-I